City of Decatur

Decatur Recreation Department
P.O. Box 220
Decatur, GA 30031
(404) 377-0494

Rental Agreement

Group Name_____

Responsible Party_____

No. in Party Adults:_____ Children_____Will food and beverages be served _____(See policy 7, 8,& 11)

Activity Description:_____

Telephone: Home # _____ Work #_____ Cell #_____

Address: _____City_____ Zip _____

Email Address: _____

Facility/Room(s) to be reserved_____

Date of reservation_____From_____To_____

The reservation of recreation facilities must be made at least two weeks before the requested date. Facilities may be reserved up to 6 months in advance. No reservation will be confirmed until this reservation agreement is completed and approved and a payment is made toward the rental fee.

Please refer to the policy expectations and information regarding the reservation and use of the facilities on the back of this form. This policy is designed to help you/your group have an enjoyable, safe event. The responsible party in charge will receive a copy of this form, as confirmation of the reservation. No telephone reservations can be made.

The individual or group whose name appears above has reserved this facility and is entitled to its use for the period indicated. Any unauthorized group that might be using the facility is expected to relinquish it upon presentation of this form. The above individual or group is not expected to occupy the facility until the time indicated, and should relinquish the facility at the end of the reserved time.

By signing this Agreement the individual, organization and its members, represented by the Responsible Party, hereby attest they have read and agree to abide by the policies and the regulations that accompany this form. The organization or individual assume all liability, stated or implied, resultant from the conduct of the group or misuse of the facilities.

Waiver Of Claim: In consideration of the City of Decatur, Georgia, permitting the undersigned to enter and participate in the above identified program, class, or event sponsored by the City, I hereby waive all claims for damage and loss to person or property which may be caused by act or failure to act, of the City of Decatur, Georgia, it's officers, agents, volunteers or employees, and assume all risk of possible injury and damage which may result on account of such participation.

Signature of Responsible Party _____

Date _____ Approved by_____ Confirmation Date_____

**********This section to be completed by staff**********

Room(s) Fee Due_____	Ck#/Cash_____	Rec. #_____	Date_____
Kitchen Fee Due_____	Ck#/Cash_____	Rec. #_____	Date_____
Staff Fee Due_____	Ck#/Cash_____	Rec. #_____	Date_____
Equipment Fee Due_____	Ck#/Cash_____	Rec. #_____	Date_____
Balance Due_____	Ck#/Cash_____	Rec. #_____	Date_____

Security Deposit Received: Amt/Date/Ck#_____Deposit Returned: Date/Staff Initial_____

White Copy - DRD; Yellow Copy - Engineering; Pink Copy – Patron

CITY OF DECATUR RECREATION DEPARTMENT
POLICIES FOR FACILITY USE

Please initial:

_____1. **Complete the reservation form and return** it to the Decatur Recreation Center at 231 Sycamore St. for final approval of the activity and the date. The Recreation Department reserves the right to withhold permission for any event, and may cancel any reservation up to 2 weeks in advance of reservation date.

_____2. **On-going reservations** require an 8-week commitment and monthly payments are due on the 1st of each month. On-going rentals are renewable the first of each year. Patrons renewing on-going reservations have first priority in receiving the same reservation day, time, and room(s) previously reserved. All rentals are subject to reschedule or relocation in the event of a conflict with a City function. HOLIDAYS: On the following dates the Department will be closed. If a class/rental falls on one of the dates or an observed day, a make-up day may be scheduled**: New Years Day; Martin Luther King Day; Presidents Day; Easter; Memorial Day; July Fourth; Labor Day; Last Th & Fri in November; Christmas Eve & Day.**

_____3. **Centers cannot be closed** to accommodate reservations during regular operating hours. Available meeting rooms, however, may be reserved during regular operating hours.

_____4. **The minimum time** for all reservations is two hours. Additional time is allotted in 1 hour increments. A one-hour reservation request may be honored provided the two-hour payment is made. No rentals may exceed 12:00 midnight.

_____5. **The Responsible Party should review the condition checklist** provided prior to the activity and make remarks concerning the cleanliness and state of the facility. The completed checklist should be returned to the facility attendant. The facility attendant will assess the condition of the facility after the event. Any charges for cleaning and/or damage will be made from this assessment. In the absence of this checklist, unexplained damages must be attributed to the Responsible Party. **If undue or excessive cleaning is required,** the charge will be at a rate of $20/hour. **Damages** will be charged based on cost of labor and materials to complete repairs. Assessments for cleaning and/or damages will be charged against the retained security deposit and billed if over deposit. If charges are assessed, an itemization and description of that assessment will be provided.

_____6. **Cleaning** includes mopping of floors; cleaning any spills; cleaning all surfaces and appliances in kitchen; bagging and disposing of trash in the designated area; wiping down all tables; stacking tables/chairs; and returning the rooms to their original arrangement. If the space is left in a state of disarray as judged by the Recreation Department, or if damages occur, the Responsible Party will be billed for the cost of clean-up and/or repair.

_____7. **Alcoholic beverages are not permitted** to be brought into, served, or sold in any City of Decatur facility. Organizations /individuals will be faced with sanctions if they do not adhere to the alcohol policy**. Smoking is not permitted** in the facility. **No food or drink is permitted in the gym**. Gym shoes only must be worn on the gym floor. If food is being served, discard/remove all remaining from the premises. Discarded food must be bagged and disposed of in dumpster. Opened flame cookers or grills are not permitted in the facility.

_____8**. Functions involving large crowds**, and other functions at the Center Director's discretion, may require a security guard at patron's expense. Room capacities are Social Rm: 130 seated; 280 standing. Rm #2: 60 seated; 125 standing. Gym: bleachers - 1,188; floor area - 1,200; Total maximum - 1,200.

_____9. **A limited number of tables & chairs** are included in the rental price. See fee sheet for additional rack rental. Other equipment may be obtained from other sources by individual/organization. Please notify recreation department of delivery/pick-up schedules arranged for such materials.

_____10. **Parking and noise ordinance compliance** will be the responsibility of the individual/organization in charge. Free parking is available behind the Decatur Library in the parking deck.

_____11. **The Responsible Party will assume all responsibility for the conduct of its guests**. Participants should not be allowed to engage in any hazardous activities. Children must be supervised at all times.

_____12. **Patrons wishing to cancel a reservation** may do so by contacting Center Director no later than one month prior to reservation date in order to receive refund (less a $10.00 handling fee). Failure to do so shall result in forfeit of total rental fee. (NOTE: It takes 3-4 weeks to process a refund.)

_____13. **The individual/group is not expected to occupy the facility** until the time indicated, and should relinquish the facility at the end of the reserved time. Failure to do so will result in a deduction of security deposit of $5 for each 5 minutes of extra time. Clean-up & break down time should be included in rental time.